

How to Submit a Key Request - Contractor/Vendor

Cómo enviar una solicitud de llave - Contratista/Proveedor

This guide provides a quick overview of the steps to submit a Key Request using a Google Form. Users will select the request type, enter their contact information, choose the school site, and review all details before submitting.

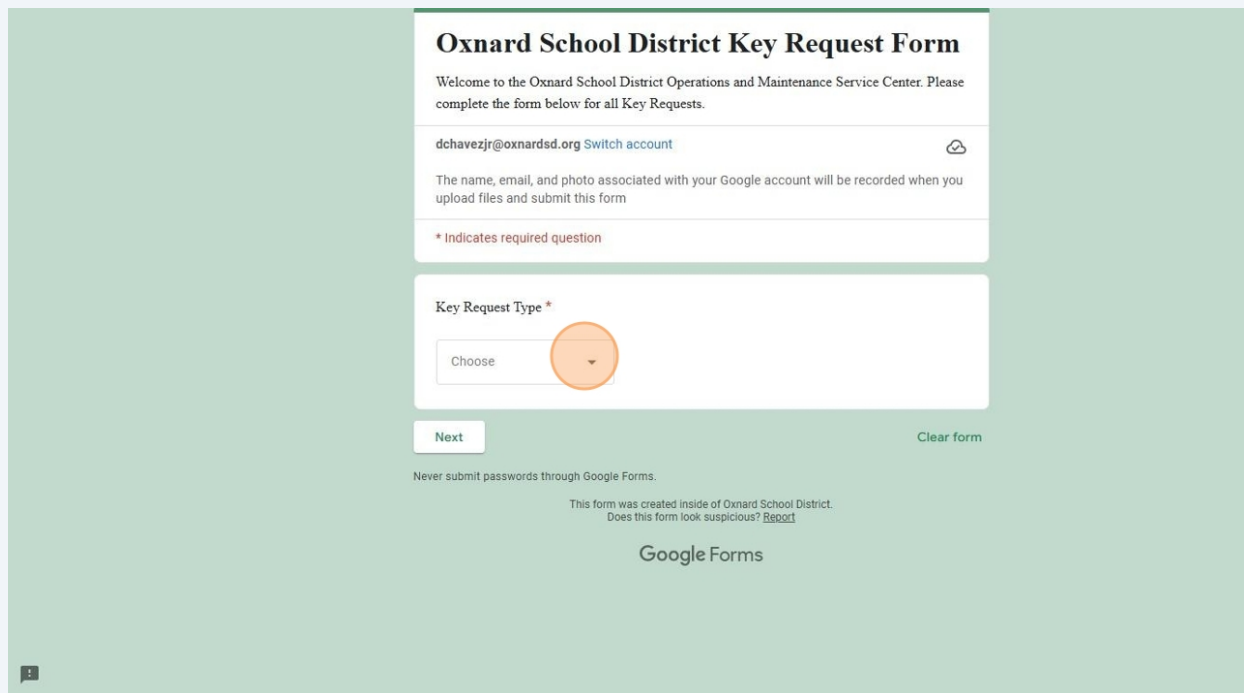
Esta guía proporciona una descripción rápida de los pasos para enviar una solicitud de llave utilizando un formulario de Google. Los usuarios deberán seleccionar el tipo de solicitud, ingresar su información de contacto, elegir el sitio escolar y revisar todos

1 Navigate to [KeyRequestForm](#)

The screenshot shows the 'Oxnard School District Key Request Form' interface. At the top, there is a green header with the Oxnard School District logo on the left and the text 'Oxnard, CA 93030' and '805-385-1514' on the right. Below the header, the form title 'Oxnard School District Key Request Form' is displayed in bold. A welcome message follows: 'Welcome to the Oxnard School District Operations and Maintenance Service Center. Please complete the form below for all Key Requests.' Below this, the user's email 'dchavezjr@oxnardsd.org' is shown with a 'Switch account' link and a cloud icon. A note states: 'The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.' A red asterisk indicates a required question. The 'Key Request Type' section features a dropdown menu with 'Choose' selected. At the bottom of the form, there are 'Next' and 'Clear form' buttons. Below the form, a disclaimer reads: 'Never submit passwords through Google Forms.' and a footer note says: 'This form was created inside of Oxnard School District. Does this form look suspicious? [Report](#)'. The Google Forms logo is at the very bottom.

2 To start your request, please click the dropdown menu.

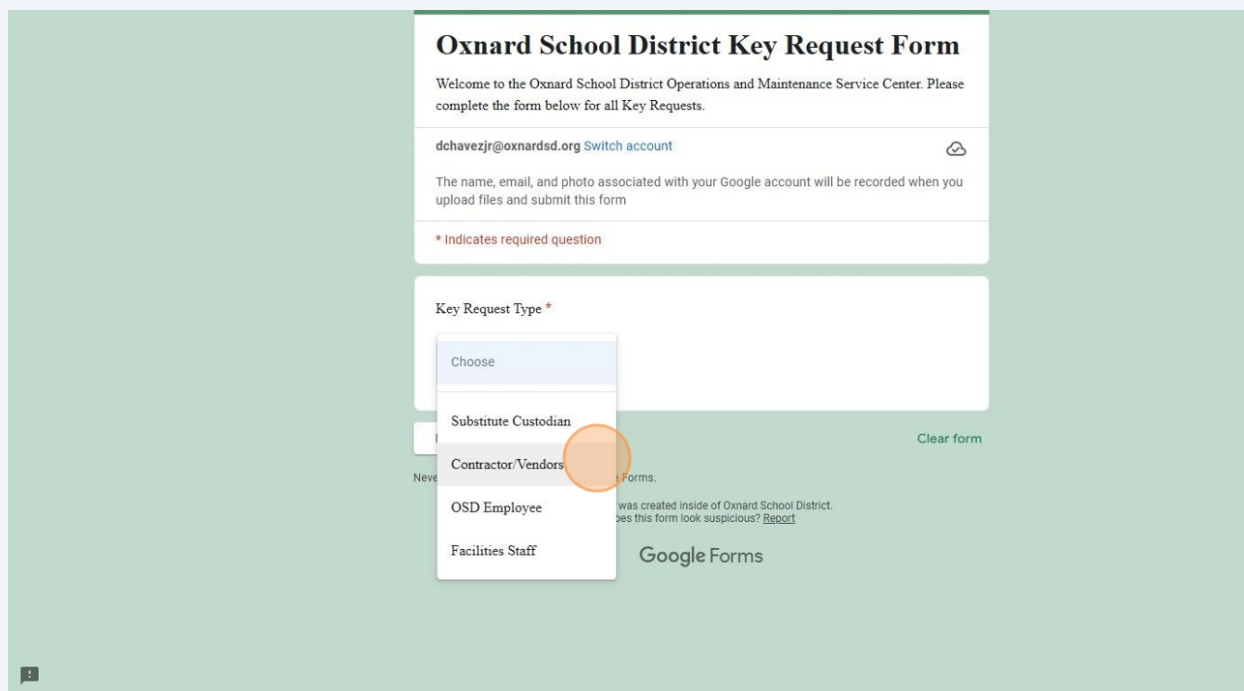
Para comenzar su solicitud, haga clic en el menú desplegable.



The screenshot shows the 'Oxnard School District Key Request Form'. At the top, it says 'Welcome to the Oxnard School District Operations and Maintenance Service Center. Please complete the form below for all Key Requests.' Below this is a login section with the email 'dchavezjr@oxnardsd.org' and a 'Switch account' link. A note states: 'The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form'. A red asterisk indicates a required question. The 'Key Request Type' dropdown menu is open, showing a list of options: 'Choose', 'Substitute Custodian', 'Contractor/Vendors', 'OSD Employee', and 'Facilities Staff'. An orange circle highlights the dropdown arrow. Below the form are 'Next' and 'Clear form' buttons. At the bottom, there is a Google Forms footer with a disclaimer: 'This form was created inside of Oxnard School District. Does this form look suspicious? Report'.

3 Choose your Key Request Type from the dropdown menu.

Elija su tipo de solicitud de llave del menú desplegable.



This screenshot is identical to the previous one, but the 'Contractor/Vendors' option in the 'Key Request Type' dropdown menu is now selected and highlighted with an orange circle. The rest of the form, including the header, login section, and footer, remains the same.

4

Click "Next"*Haga clic en "Siguiente"*

Oxnard School District Key Request Form

Welcome to the Oxnard School District Operations and Maintenance Service Center. Please complete the form below for all Key Requests.

dchavezjr@oxnardsd.org [Switch account](#) Saving...

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Key Request Type *

Contractor/Vendors ▼

Next Clear form

Never submit passwords through Google Forms.

This form was created inside of Oxnard School District.
Does this form look suspicious? [Report](#)

Google Forms

5

Fill out the fields requesting your first name, last name, phone number, and the site for which you are requesting keys.

Complete los campos con su nombre, apellido, número de teléfono y el sitio para el cual está solicitando llaves.

dchavezjr@oxnardsd.org Switch account

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Contractors & Vendors

Please complete the following information.

First Name *

Your answer

Last Name *

Your answer

Phone Number *

Your answer

6

Choose your school site or location from the list.

Elija su escuela o ubicación de la lista.

☐ Chavez

☐ Curren

☒ Driffill

☐ Elm Street

☐ Frank

☐ Fremont

☒ Harrington

☐ Kamala

☐ Lemonwood

☐ Lopez

☐ Marina West

☐ Marshall

☐ McAuliffe

☐ McKinna

☐ Ramona

☐ Ritchen

☐ Rose Ave

☐ San Miguel

☐ Sierra Linda

☐ Soria

7

Click on "Add file" to upload your driver's license or another valid form of identification.

Haga clic en "Agregar archivo" para subir su licencia de conducir u otra forma válida de identificación.

The screenshot shows a Google Form interface. At the top, there is a list of locations with checkboxes: McAuliffe, McKinna, Ramona, Ritchen, Rose Ave, San Miguel, Sierra Linda (checked), Soria, and Facilities/Enrollment Center/Warehouse/Educational Services Center. Below this list is a section titled "Please submit a photo of your Driver's License. *" with a subtext "Upload 1 supported file: PDF or image. Max 10 MB." and a button labeled "Add file" which is circled in orange. At the bottom of the form, there are "Back" and "Next" buttons, and a "Clear form" link. A footer message states "Never submit passwords through Google Forms." and "This form was created inside of Oxnard School District. Does this form look suspicious? Report". The Google Forms logo is at the bottom center.

8 Click "Next"

Haga clic en "Siguiente"

☐ McAuliffe
☐ McKinna
☐ Ramona
☐ Ritchen
☐ Rose Ave
☐ San Miguel
☒ Sierra Linda
☐ Soria
☐ Facilities/Enrollment Center/Warehouse/Educational Services Center

Please submit a photo of your Driver's License. *

Upload 1 supported file: PDF or image. Max 10 MB.

image - Oxnard L... x

image - Oxnard L... log

Back Next Clear form

Never submit passwords through Google Forms.

This form was created inside of Oxnard School District.
Does this form look suspicious? [Report](#)

Google Forms

9 Make sure to read the entire text carefully before clicking submit.

Asegúrese de leer todo el texto detenidamente antes de hacer clic en enviar.

Oxnard School District Operations and Maintenance Service Center

Please review the information below thoroughly. Once done, click the **SUBMIT** button to complete your Oxnard School District Online Key Request Form.

After submitting, you will receive an email notification once a decision has been made—indicating whether your request has been **approved or denied**. Be sure to check your **spam or junk folder** in case the message is filtered.

If your request is approved, you may pick up your key(s) at the following location:

Operations and Maintenance Center

1055 South C Street

Oxnard, CA 93030

Office Hours: Monday–Friday, 7:30 a.m. – 4:30 p.m. (excluding holidays)

Phone: (805) 385-1514 ext. 2503

Please note: You **MUST** present a valid photo ID to take possession of the key(s).

Back Submit Clear form

Never submit passwords through Google Forms.

This form was created inside of Oxnard School District.